

## **Stewart S. Warren**

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### Objective

I Bring enthusiasm and a capacity to effectively organize others, the ability to see and hold the “big picture,” thirty years experience in corporate, private and non-profit sectors, and a practical understanding of both technical systems and human resources to initiate and/or further develop an organization or company whose activities support progressive, humanistic enterprise.

I am interested in opportunities that provide both autonomy and mutual support. I do well working on projects by myself and appreciate the potential released in collaborative ventures requiring networking with peers within and without the organization. I value cooperation, effectiveness and the kind of mutual respect that makes the workspace a joy in which to share and create. I like getting things done.

### Skills Summary

- Operations Management
- Staff Development
- Program Development
- Outreach / Marketing
- Content and Document Creation
- Presentations / Public Speaking
- Training and Support
- IT Management
- Graphics and Multimedia
- Information / Data Management
- Web Design and Development
- Layout and Publishing of books

### Professional Experience

#### **Administration / Operations Management**

- Form and direct non-profit language arts organization.
- Form and develop annual three day Arts Festival.
- Mange 160 employee resort hotel.
- Develop and facilitate Digital Storytelling Workshops in U.S. and Mexico.
- Design and oversee addictions treatment facility.
- Develop client referral and employee databases.
- Oversee installation and deployment of property infrastructures.
- Provide marketing materials.

#### **IT Consulting / Systems Admin**

- Consult and develop Internet websites.
- Research and develop auto ID systems (bar-coding)
- Research and oversee deployment of telephone systems.
- Research and install Biometric Time clocks
- Oversee deployment of Wireless Networks
- Install, diagnose, repair, maintain, and upgrade all hardware and equipment
- Develop systems for data redundancy (backup systems)

- Install and maintain analog and PoE surveillance systems.
- Provide training in the use of computers and software applications.
- Manage multi-server, 50 workstation IP network with peripherals.
- Provide onsite and telephone technical support.

### **Mental Health and Personal Growth Facilitation**

- Facilitate experiential therapy (individual and group).
- Develop treatment programs and coordinate clinical staff.
- Provide lectures and presentations to residential patients.
- Design and facilitate three day workshops and intensives.
- Create and facilitate AV presentations.

### **Employment History**

2008-2009 IT Manager / Systems Administrator  
Ojo Caliente Mineral Springs Resort and Spa, Ojo Caliente, NM

2006-2006 Interim Operations Manager and MIS  
Ojo Caliente Mineral Springs Resort and Spa, Ojo Caliente, NM

1997-2010 Computer Consultant and Trainer  
Mercury HeartLink (proprietor), New Mexico and Colorado

1998-2003 Multimedia Trainer  
Mercury HeartLink (proprietor), New Mexico and Mexico

1996-1997 Treatment Administrator  
Vista Taos Renewal Center, Taos, NM

1995-1996 Computer Consultant and Webmaster  
Mercury HeartLink (proprietor), Austin, TX

1995-1996 IT Systems Support and Postmaster  
The Partners Group, Austin, TX

1993-1995 Primary Therapist  
Vista Taos Renewal Center, Taos, NM

1985-1993 Co-Dependency Counselor  
Heart Integration Therapy (private practice), Austin, TX and Taos, NM

1985-1986 Co-Dependency Counselor  
Options Unlimited, Inc., Austin, TX

Prior history includes working as an educator in various capacities and in the building trades.